- 6.2.3 Implementation of e-governance are in the following areas of operation during the last completed academic year
- 1. Planning and Development
- 2. Administration
- 3. Finance and Accounts
- 4. Student Admission and Support
- 5. Examination System
- 6. Biometric / digital attendance for staff
- 7. Biometric / digital attendance for students

Areas of e-governance	Details of Functional aspects	Year of implementation
	Time Table	2016
Planning and Development	Academic Calender	2016
	Formation of committee	2016
	Faculty Development Programme	2016
	Workshop	2016
	Seminar	2016
Administration	Student and Staff Attendence	2016
	Supervision	2016
	Action Taken	2016
Finance and Accounts	Fee	2016
	Salary	2016
	Student Consession	2016
	Excurtion	2016
	Budget	2016
	Prepare Admission List	2016
Student Admission and Support	Entry of Internal Marks	2016
	Certificate/Degree	2016
Examination System	Entry of Marks	2016
	Conduct of Annual Half yearly unit te	2016
	Prograss Report	2016
	Time Table	2016
Biometric / digital attendance for staff	Machine Install, Database	2016
Biometric / digital attendance for students	Machine Install, Database	2016

Principal
Mata Manjharo Ajab Dayal Singh
Teachers Training College
Dulour, Jagdishpur (Bhojpur)



MATA MANJHARO AJAB DAYAL SINGH TEACHER'S TRAINING COLLEGE

Approved By Note & Affiliated To V.K.S. University, Ara & Bseb, Patna Dulour, Barradparawa, Jagdishpur, Bhojpur (Bihar) – 802158

Curriculum Planning Committee A.Y. 2022-2023

Principal of the College	Dr. Arjun Lal
Teaching faculty	Astt. Prof. Dr. Amir Singh Astt. Prof. Hriday Ram Astt. Prof. Amrendra Kumar Astt. Prof. Subhash Chandra Singh Astt. Prof. Ramu Prasad
Student Representatives	Neha Bharadwaj Rosy Kumari Subodh Kumar Chandan Kumar
Experts	Dr. U.K.Singh Mr. Sandeep Kumar
Representatives of Practice Teaching & Placement Schools	Kanchan Kamini Pramod Shankar Upadhayay Shailendra Kumar Singh Dilip Kumar

Principal Mata Manjharo Ajab Dayal Singh Teachers Training College

Dulour, Jagdishpur (Bhojpur)



MATA MANJHARO AJAB DAYAL SINGH TEACHER'S TRAINING COLLEGE

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ACTION TAKEN PLAN

Members	Issues/ Challenges	Action Taken
Principal	Avail grants for seminar/ FDP from recognized bodies & organize collaborative programs with other institutions.	Application was sent to ICSSR-WRC for conducting a 15 days Mega workshop.
Faculty members	Assistance required for applying for patent.	Management appointed Dr. U.K.Singh who helped the Principal and two faculty members to file patents.
Practice Teaching Schools	Need of digital assistance for conducting sessions for school students.	Student teachers prepared PowerPoint presentations & also created Screen-cast videos to help the shadow teachers from the practice teaching schools.
Students	Need of more add on courses	Modules on Art & Drama in Education were created by teachers in the MES e-learning studio
	Developing soft skills	Celebration of days of importance in which students took roles of anchor, discussants, rapporteurs.
Faculty members & Research Scholars	Assistance required for review & publications	Session by expert was organized on 'Use of Excel & Internet in Research'.

Principal
Mata Manjharo Ajab Dayal Singh
Teachers Training College

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Alumni	Conduct sessions for TET and PGT	The alumni are directed to the experts who conduct online sessions so that it is convenient for the alumni working in schools & colleges to seek help for preparing for the TET examination.
	Assistance for attending the seminars and conferences	Information regarding seminars/workshops/conferences in the college as well as other institutes is communicated to the alumni and they are encouraged to participate in the same.
	Help to upgrade job	Created Whatsapp group for Placement; Information related to vacancies are posted regularly, Sessions on Resume writing & facing Interviews conducted.

Principal
Mata Manjharo Ajab Dayal Singh
Teachers Training College
Bulour, Jagdishpur (8.10)pur)

MEETING NOTICE

Dear Madam/ Sir.

Warm greetings!

A meeting of the Curriculum Planning Committee has been scheduled as follows. Please make it possible to attend the same.

Date: 16th July, 2022Time 4:00 p.m.

Venue: Seminar Hall, Second floor, MMADSTT college.

Kindly contemplate on the agenda of the meeting.

Agenda:

- Regarding planning of course subjects and activity portfolios for B.Ed. & M.Ed. students
- Regarding conduct of online practice teaching, evaluation workshop, action research, M.Ed. dissertation & Community work
- · Any other matter with the permission of the chair

Your presence at the meeting will enable us to get valuable suggestions. Please do make it possible to attend.

Thank you.

Yours truly.

Principal

Minutes of the Meeting

Date: 16th July, 2022

Venue: Seminar Hall, Second floor, MMADSTT college

Time 4:00 p.m.

Chairperson: Dr. Arjun Lal

Participants: M.Ed. and B.Ed. Faculty Members, Student Representatives, Experts, Representatives of Practice Teaching & Placement Schools

Agenda:

- Regarding planning of course subjects and activity portfolios for B.Ed. & M.Ed. students
- · Regarding conduct of online practice teaching, evaluation workshop, action research, M.Ed. dissertation & Community work
- Any other matter with the permission of the chair

Meeting Highlights:

Principal, Dr Arjun Lal initiated the meeting and the following points related to the agenda were

The distribution of the course subjects and activity portfolios for B.Ed. & M.Ed. students are as follows:

Semester 3: B.Ed. Course Subject and Portfolio distribution.

- CC3 Learning and Teaching (Mr. Ramu Prasad, Mr. Hriday Ram)
- o IC2 Educational Management (Arun Kumar, Amir Singh)
- EC1 Pedagogy of School Subjects 2
 - English Mr. Shishupal Singh and Santosh Jaiswal)
 - o Hindi- Mrs. Pooja Rajput
 - History Mr. Arun Kumar
 - Geography Tej Bahadur
 - Science Kuldeep Kumar Pandey, Devesh Kumar
 - Mathematics Mr. Satyendra Pratap Singh, Subhash Chandra Singh,
 - Commerce Mr. Hriday Ram, Mr. Satish Babu
 - Economics Mr. Surendra Kumar Pal

Semester 4: B.Ed. Course Subject and Portfolio distribution.

- CC5 Contemporary India and Education (Dr. Jayshree Rajput, Dr. Ashok Kumar)
- EC3 Guidance and Counselling Atul Kumar Singh, Vidya Prakash
 - Environmental Education Dr. Ashok Kumar, Mr. Ramu Prasad
- IC4 Creating an Inclusive School (Ms. Vandana, Mr. Ram Prasad Gupta)
- Examination and Community work in-charge All the teachers
- Practice teaching in-charge Dr. Ashok Kumar

Semester 3: M.Ed. Course Subject and Portfolio distribution.

EC1 – Secondary and Higher Secondary (Mr. Vidya Prakash Singh)

- EC2 Pedagogy, Andragogy and Assessment (Dr. Jai Shree Rajput, Bipin Kumar)
- CC9 Research Methodology (Dr. Ashok Kumar, Dr. Jai Shree Rajput, Vidya Prakash Singh)

Semester 4: M.Ed. Course Subject and Portfolio distribution.

- OC1 Communication Skills and Academic Writing (Ramesh Bahadur Maurya/ Dipesh Kumar)
- o OC2 Environmental Education (Mrs. Pooja Rajput, Mr. Surendra Kumar Pal)
- OC3 Educational Management (Mr. Atul Kumar)

All Lectures will begin from 14th December 2022

Internship - For M.Ed. Student teachers, they must take part in the functioning of the B.Ed. activities. B.Ed. internship will begin from the 4th of January 2023 where the students must take 2 lessons.

Action Research - A session on Action research will be conducted after 16th December 2022. The title of the action research will be decided by the students within 5 days. Tool preparation should start after the title is selected by their respective guides. Follow up should be done by the teachers from time to time. The students will have to complete their data collection for their action research during the internship. Sessions on Data analysis and report writing will be conducted by the teacher in-charge Dr. Ashok

Cultural competition will be held after the completion of the internship program for the student teachers of both B.Ed. and M.Ed. The cultural in-charge will be Mrs. Rajani Savita.

Date: 2nd January. 2023

MEETING NOTICE

Dear Madam/ Sir,

Warm greetings

A meeting of the Curriculum Planning Committee has been scheduled as follows. Please make it possible to attend the same.

Date: 7th January 2023

Time 4:00 p.m.

Venue: Seminar Hall, Second floor, MMADSTT college

Kindly contemplate on the agenda of the meeting.

Agenda:

- Regarding planning of course subjects and activity portfolios for B.Ed. & M.Ed. students in the offline mode
- Regarding Planning of course subjects and activity portfolios for B.Ed. & M.Ed. students.
- Review planning for second year B.Ed. & M.Ed. students.
- Regarding conduct of Community work and Practice teaching
- Any other matter with the permission of the chair

Your presence at the meeting will enable us to get valuable suggestions. Please do make it possible to

Thank you.

Yours truly,

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Minutes of the Meeting

Date: 7th January 2023

Venue: Seminar Hall, Second floor, MMADSTT College

Time: 4:00 p.m.

Chairperson: Dr. Arjun Lal

Participants: Principal of the College, Teaching faculty, Student Representatives, Experts, Representatives of Practice Teaching & Placement Schools

Agenda:

- · Regarding planning of course subjects and activity portfolios for B.Ed.&M.Ed. students in the
- Regarding Planning of course subjects and activity portfolios for B.Ed. & M.Ed. students.
- Review planning of for second year B.Ed. & M.Ed. students
- · Regarding conduct of Community work and Practice teaching
- · Any other matter with the permission of the chair

Meeting Highlights:

Principal, Dr Arjun Lal initiated the meeting and the following points related to the agenda were discussed. Due to the delay in the admission procedure of the B.Ed. batch 2021-23, the college will start with the lectures only after the completion of the admission procedure which is approximately in the last week of February 2023. The lectures for this batch will be completely offline as per the government guidelines.

Planning of course subjects and activity portfolios for B.Ed. & M.Ed. students:

The distribution of the course subjects and activity portfolios for B.Ed. & M.Ed. students are as follows:

B.Ed. Course Subject and Portfolio distribution

- CC1- Childhood & Growing up (Mr. Ganesh Singh, Ashutosh Tiwari)
- CC2- Knowledge & Curriculum (Amir Singh, Lalbahadur Yadav, Seema Gupta)
- IC1- Gender, School & Society (Mr. Hriday Ram, Dr. Jai Shree Rajput and Mrs. Rajani Savita)
- Ability course 1: Critical understanding of ICT (In-charge Mr. Sandeep Kumar)
- Annual College Magazine Dr. Ashok Kumar
- Biannual Newsletters Seema Gupta, Tej Bahadur
- Co-curricular activities Vandana
- Community work Dr. Jai Shree Rajput, Atul Kumar Singh, Dr. Ashok Kumar.
- Examination Dr. Amir Singh
- Audit course 1 Understanding Self will be spread across the entire year and teacher educators will be assigned unit wise topics to be covered for the same.

CC3- Learning and Teaching (Dr. Ashok Kumar, Dr. Jai Shree Rajput and Pooja Rajput)

- EC1- Pedagogy of School subjects 1
 - o Commerce Hriday Ram
 - Economics Surendra Kumar Pal
 - English Mr Shishupal Singh
 - History and Geography Arun Kumar and Shivjee
 - Mathematics Subhash Chandra Singh, Amrendra Kumar
 - Science Ramu Prasad
- IC2- Educational Management (Pooja Rajput, Ramu Prasad, Hriday Ram)
 - Examination Hriday Ram
 - Practice teaching Ramu Prasad

M.Ed. Course Subject and Portfolio distribution

- CC1 Philosophy of Education (Dr. Jay Shree Rajput)
- CC2 History, Politics and Economics of Education (Dr. Ashok Kumar)
- CC3 Psychology of Development and Learning (Atul Kumar Singh and Pooja Rajput)
- CC4 Teacher Education (Vidya Prakash Singh and Satish Babu)
- CC5 Sociology of Education (Shishupal Singh, Surendra Kumar Pal)
- CC6 Introduction to Research Methods (Dr. Jai Shree Rajput, Deepesh Kumar)
- CC7 Curriculum Studies (Atul Kumar Singh, Shishupal Singh)
- CC8 Higher Education Studies (Dr. Ashok Kumar, Ramesh Bahadur Maurya)

Planning of course subjects and activity portfolios for S.Y. B.Ed. & S.Y. M.Ed. students:

The distribution of the course subjects and activity portfolios for S.Y. B.Ed. & S.Y. M.Ed.students are as follows:

B.Ed. Course Subject and Portfolio distribution.

- CC4 Assessment for Learning (Dr. Ashok Kumar, Pooja Rajput)
- EC3 Environmental Education (Amir Singh and Mr. Ramu Prasad)
 - Guidance and Counselling (Vivek singh, Kuldeep Kumar Pandey)
- 1C 4 Creating an Inclusive School (Seema Gupta, Dr. Ashok Kumar and Mrs. Rajani Savita)
- AB 2 Reading and Reflecting Text (Teacher in-charge Amir Singh)

M.Ed. Course Subject and Portfolio distribution.

- Communication Skill and Academic Writing (Dr. Jai Shree Rajput, Mrs. Rajani Savita and
- Environmental Education (Dr. Ashok Kumar and Dharmendra Shukla)
- Educational Management (Amrendra Kumar)

It was decided that the lectures for 2022-24 batch will be shifted completely to the offlinemode.

Review planning of course subjects and activity portfolios for S.Y. B.Ed. & S.Y. M.Ed.(2022-24)

Principal Daval Singh " "a 10

- Syllabus completion Syllabus was completed on time and revision was conducted. The University
 examination of student teachers will be tentatively scheduled in the secondweek of February.
- Practice teaching Online practice teaching sessions were conducted during internshipand will be continued in most of the schools. These online sessions are due to continued Covid Restrictions and precautionary steps in Schools.
- Examination Some students did not attend essay and class test and hence retest dates had to be
 allotted. Regarding assignments it was noticed that some students did not submit their assignments on
 time and hence necessary actions were taken.

Regarding conduct of community work and practice teaching

Practice teaching will be continued online, however MMADSTT College is going to start offline classes. Permission from the practice teaching schools for Semester 4 must be sought, list of students to be submitted to the respective schools. Student teachers must complete 4 weeks of internship which also includes community work. They must take 10 lessons (the breakup of lessons will be given). Lessons must be duly guided by the method masters, supervised and feedback given.

Community work is an integral part of the B.Ed. curriculum. Due to the Covid restrictions, student teachers cannot physically go to the community centres therefore the student teachers will make presentations to create awareness and literacy on social issues. Teacher educators will find out the ways to disseminate information/ create awareness.

Regarding online guidance for action research and M.Ed. dissertation

The action research schedule will be given to the students after they are grouped under their research guides. The students will have to collect data from their internship schools using the Google forms. The guides must give the student guidance and meet them at least once a week on Google meet.

M.Ed. dissertation schedule will be shared with the students as well as their guides. The guides must meet their students from time to time for timely guidance.

The access to library is opened for student teacher, teacher educators are requested to scan the textual material and post it in the G-Classroom. The notes should be uploaded in the word docs/pdf/ PPTs in G-Classroom. Extra reading material should also be provided in the form of links, audio, and video for better understanding.

Other Main issues discussed, and their action taken are as followed -

- Online Placements The placements for this academic session will also be done online due to
 continued Covid precautions. The in-charge should contact the HR dept. of the Schools and Colleges
 and schedule online interviews. Before the placement drive starts, student should be trained for
 preparing a resume and for appearing for interviews.
- Conducting Co-Curricular Activity for Semester 1 students CCA is a part of the Semester 1 B.Ed. course. This activity will be either done using the hybrid mode or online mode based on the assessment of the situation. Student group must be formed, and they should be assigned various important days of international importance for celebration. They could meet online or offline and present the culture of that state on a scheduled day.
- Practice teaching: Semester 4 internship will continue through the online mode in most of the schools.
 These online sessions are due to continued Covid Restrictions and precautionary steps in Schools.

Only MMADSTT College decided to start offline classes. Student teachers were informed about the same accordingly.

Principal
Mata Manjharo Ajab Dayal Singh
Tacchers Training College
(Choicur)

ANNUAL REPORT ON

E-GOVERNANCE POLICY (EGP)

28/03/2023

1.0 INTRODUCTION:

The rapid digitalization of all human activities and endeavours has necessitated the adoption of a policy for e-governance in the academic institutes as well. E-governance is the need of the hour to ensure efficiency, swiftness and transparency in the administrative and managerial activities. In fact, as an important form of ICT integration in education that can help in improving transparency, E-Governance provides speedy information, dissemination, improving administrative efficiency and public services in all the aspects of education.

MMADSTT College has adopted an E-Governance Policy with the objective of incorporating electronic inputs in various administrative and managerial activities as well as services such as Administration, Examinations, Finance, Library and Admissions etc. This policy also intends to achieve efficiency in all the operations of the college in order to ensure transparency, clarity, and accessibility.

2.0 POLICY OBJECTIVES:

- 1) To implement of E-governance in all kinds of functioning of the college with a view to provide simpler and efficient system within and outside the institution.
- 2) To promote transparency and accountability in all the functions of the college.
- 3) To achieve and create a paperless working culture in the college.
- 4) To provide an easy and quick access to information.
- 5) To make the college campus Wi-Fi enabled.
- 6) To make classrooms ICT enabled
- 7) Full automation of the college Library

3.0 RESPONSULITY

For implementation of the E-Governance Policy of MMADSTT College to be formed with due approval from Governing Body. The cell will be named as "ICT Cell" which will consist of the following.

- a) Chairperson : Principal, MMADSTT College
- b) Convener : One senior faculty member
- c) Members : Five members (At least one each from Office and Library)

4.0 AREAS OF IMPLEMENTATION

The E-Governance Policy of MMADSTT College covers a wide range of activities and services of the college. The Policy will be implemented in the following areas-

4.01 Administration: The E-Governance Policy covers various types of administrative activities and services the college. It will provide a hassle free, convenient and prompt administrative environment in the college. In addition, it will cover Attendance Management Software for Teaching Faculty, office Staff and students to record and track Attendance, Internal Assessment, File Management System Tools to maintain effective database, availing scholarship etc. The policy emphasizes communication to all stake and activities and services the college through e-modes such as Group SMS, WhatSapp groups, website notification Mata Maniharo Ajab Cayal Singh

Teachers Training College Duloun Jegdishpur (Bhojpur)

- **4.02 Admission:** The policy advocates an open and transparent strategy for the students' admission process through online mode. The college will bring out its brochure to be displayed on the college website stating process and guidelines for the admission process. An Admission Portal need to be used to manage the admissions into B.Ed./ M.Ed. programs. All admission related matters including publishing of merit list in, fee submission etc. shall be managed through this Portal.
- **4.03 Finance:** The policy advocates incorporation of electronic strategies in finance and accounting. The college needs to use software like Public Financial Management System (PFMS) to manage the funds received from the Government, FinAssam to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts, TDS, NEFT, RTGS, SBI collect (for collection of students' fee online), Bill Desk etc. Besides, the policy advocates training to the existing staff and up-gradation of the existing software on regular basis.
 - **4.04 Teaching, Learning and Evaluation:** The policy advocates enhancement of ICT facilities for improvement of teaching-learning environment in the college. The college needs to popularize smart class room, supplement teaching-learning activities with e-platforms/e- resources, development of e-content etc. As the examination process is regulated by the affiliating University, the e-governance policy relating to examination will be adopted from time to time as per the rules and regulations of the University. The college needs to adopt strategies

Principal
Mata Manjharo Ajab Dayal Singh
Teachers Training College
Dulour, Jagdishpur (Bhojpur)



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MATA MANJHARO AJAB DAYAL SINGH TEACHERS TRAINING COLLEGE DULOUR, JAGDISHPUR, BHOJPUR

Our Aim:-i- Devotion to Education
ii- To Impart Holistic Education and
Prepare the leaders of Tomorrow

Photographs of Main Gate of College (Geo Tagged)



Photographs of Main Gate of College (Geo Tagged)



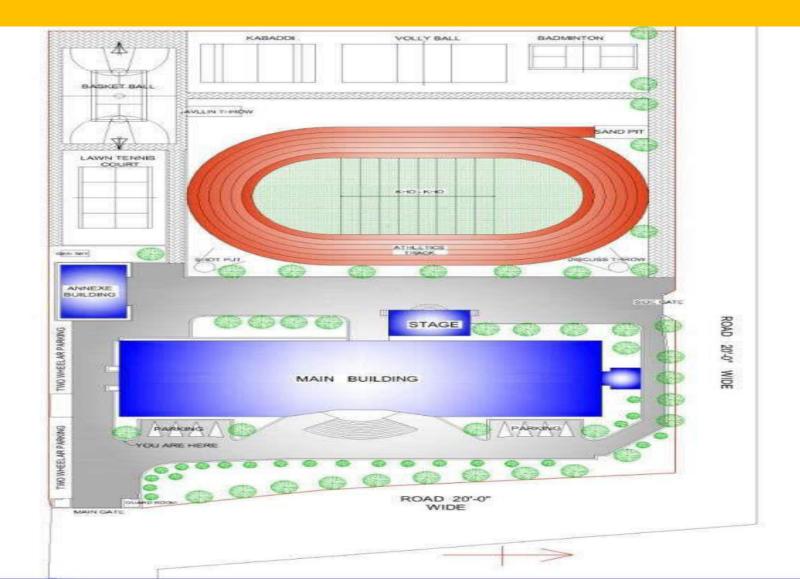
Photograph of College Building (Geo Tagged)



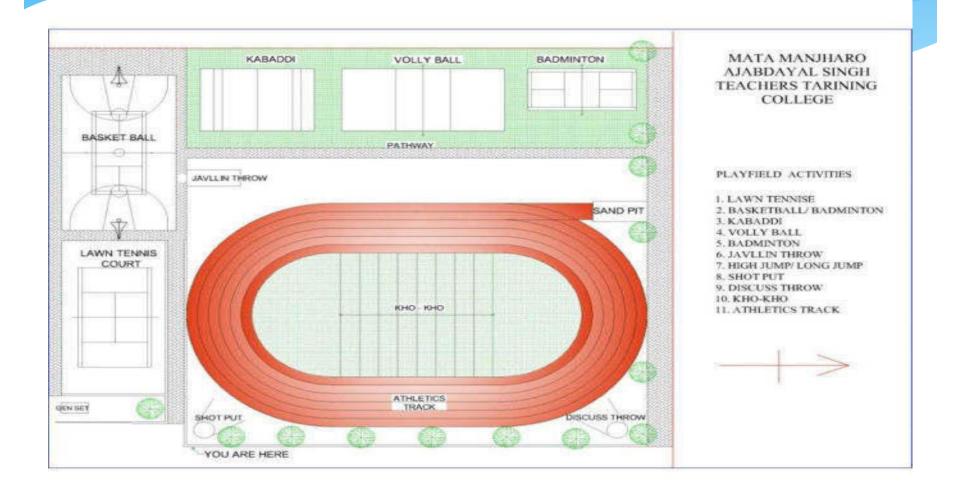
Photograph of College Building (Geo Tagged)



Photographs of College Campus (Map View)



Photographs of College Campus (Map View)









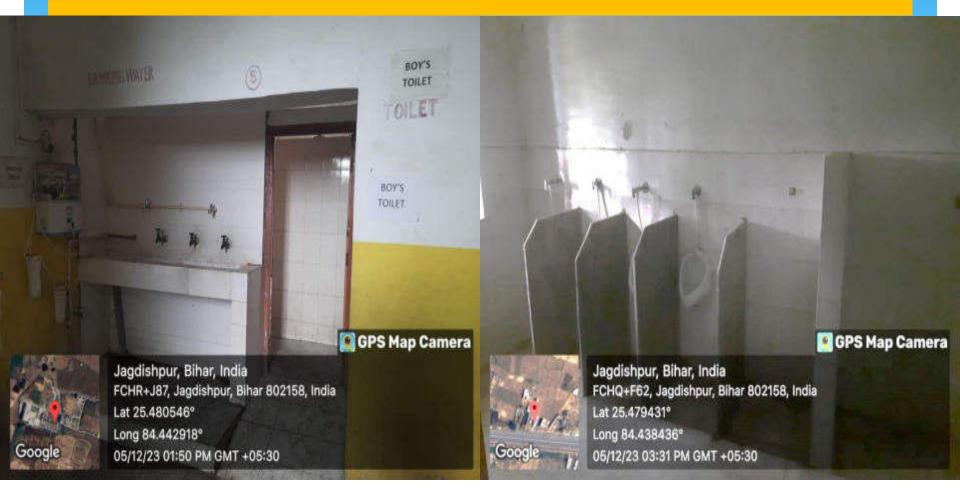




Photographs of toilets of College



Photographs of toilets of College















Photographs of Labs of College (Geo

Tagged)



Photographs of Computer Lab of College (Geo Tagged)



Photographs of Computer Lab of College (Geo Tagged)



Photographs of Music Lab of College



Photographs of Art & Craft Lab of College (Geo Tagged)



Photographs of Physical Education Lab of College (Geo Tagged)



Photographs of Physical Education Lab of College (Geo Tagged)



Photographs of Gym of College (Geo

Tagged)



Photographs of Gym of College (Geo

Tagged)



Photographs of Yoga Room of College (Geo Tagged)



Photographs of First Aid Room of College (Geo Tagged)



Photographs of Library of College



Photographs of Library of College



Photographs of E-Library of College



Photographs of Cells of College (Geo

Tagged)



Photographs of Notice Board Intercom



Photographs of Multipurpose Hall of College (Geo Tagged)



Photographs of Seminar Hall of College (Geo Tagged)



Photographs of Principal Office of College (Geo Tagged)



Photographs of Principal Office Toilet of College (Geo Tagged)



Photographs of HOD Room of College (Geo Tagged)



Photographs of Staff Toilet of College (Geo Tagged)



Photographs of Girls Common Room of College (Geo Tagged)



Photographs of Boys Common Room of College (Geo Tagged)



Photographs of Research Work Unit of College (Geo Tagged)



Photographs of Extra Curricular Activity (Geo Tagged)



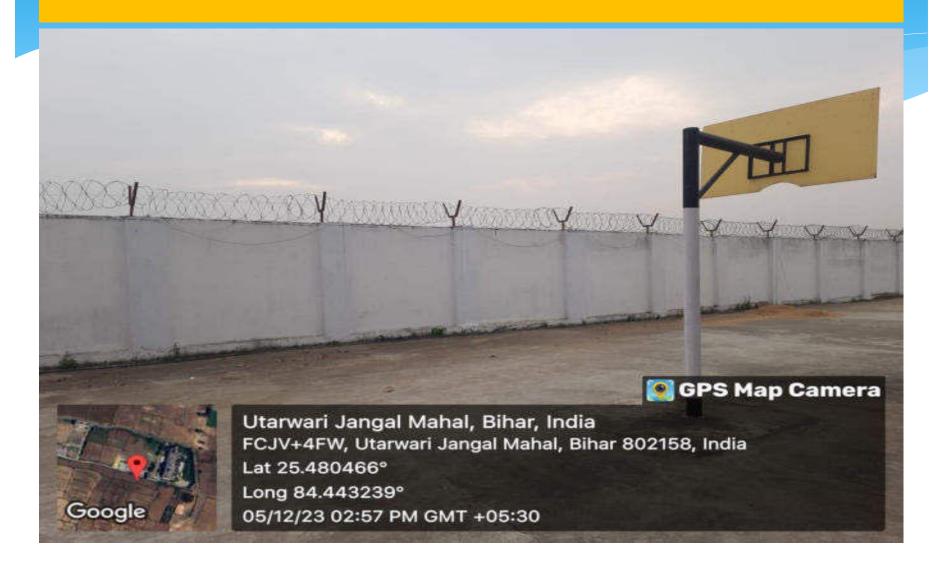


Photographs of Garden Area (Geo

Tagged)



Photographs of Boundary wall of College



Photographs of College (Geo Tagged)



Photographs of Play Ground of College (Geo

Tagged)



Photographs of Book Bank(Geo Tagged)



Photographs of Parking Area (Geo Tagged)





































